

CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: December 11, 2003

To: All L.A. Bridges II Contractors

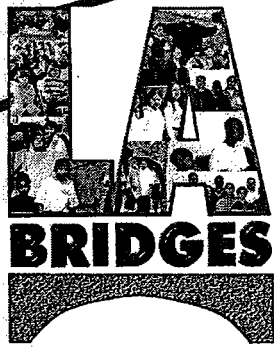
From: John Chavez, Director
L.A. Bridges Division

SUBJECT: L.A. BRIDGES INFORMATION BULLETIN NO 03-02
CDD JOB LINKAGE PILOT PROGRAM

The Community Development Department (CDD) has created a Job Linkage Task Force whose purpose is to integrate CDD functions, policies and procedures involving job creation, job training and job placement. The Task force is designed to ensure that City residents most in need of jobs can effectively utilize CDD resources to obtain jobs and employers requiring qualified applicants can find applicants.

L.A. Bridges II contractors need to identify potential clients that can be referred to the WorkSource Center for job placement. In order to meet the established deadline of January 31, 2004 for the implementation of the *Pilot Job Linkage Program*, it is necessary for L.A. Bridges II program staff to attend an orientation meeting on **Wednesday December 17, 2003, 9:30am to 11:00am.** The meeting will be held at CDD, 215 West 6th Street, Room 8-2. A follow-up meeting will be scheduled in early January.

Please R.S.V.P. to Neika Allen of my staff at 213-485-4784 with the name of program staff who will identify potential clients for the *Pilot Job Linkage Program*.



JOBS AVAILABLE

L.A. Bridges is committed to:

- Increasing public and private sector involvement in reducing gang affiliation
- Developing various outreach strategies
- Creating innovative options for youth
- Increasing leadership and participation of residents in the most affected areas of Los Angeles

For more information about

L.A. Bridges please call
(213) 485-4784.

L.A. Bridges Program
215 West 6th Street, 2nd Floor
Los Angeles, CA 90014

The Community Development Department is developing a job linkage pilot program designed to place job ready individuals into full-time living wage jobs. Over the next few months, there will be job openings in the following industries:

GARMENT

HOME IMPROVEMENT

GROCERY

RESTAURANT

RETAIL

Some of the positions and minimum skills required are listed below:

POSITIONS

**MINIMUM SKILLS
REQUIRED**

- Customer Service Representatives
- Shipping Clerks
- IT Technicians
- Trainers
- Maintenance Workers

- Telephone skills
- Reading
- Computer literacy
- Reading and writing
- None

Minimum Criteria

- Interested and ready for full-time employment
- Currently enrolled/involved with a CDD program
- Able to complete job application unassisted
- Must be 18 years of age with right to work
- Must understand and speak workplace English
- Some work experience preferred

